

Keeping Skills Current

for Older Workers



Are your skills ancient? Time to update!

Do you ever feel that you are behind in the ever-changing world of work? Do you feel you just got one new thing figured out and there is a mountain of new challenges still ahead of you? Are you afraid that your skills are going the way of the hi-fi or your VHS recorder?

You are not alone. There are countless people who are lagging in keeping their job skills current, or you may be one of the many who desire to re-enter the workforce but may not have marketable skills. Does it mean that all of your years of experience are for naught? No, of course not. But you must make the conscious decision to keep up and make some changes.

The skills needed in today's workforce are not out of your reach. You must make a deliberate decision to stay or get current, and welcome the challenge. With a positive attitude, some research, and some planning, you can enhance your skill set and be competitive in today's world of work. You must look at all options and welcome all opportunities.

First, do an inventory. There are any number of tools out there to help you do this. You can find skills assessment inventories online, in books at the library, at Workforce Services offices, and other employment programs. Identify your strengths and the areas where you need some work.

Second, are you current in your reading about your chosen profession? There are countless periodicals and other publications that cover A to Z in careers. Your local library has a wealth of information to get you started. Go online. You are not the only one in the world who is a widget worker.

Next, identify what skills need upgrading. Technology is constantly changing, and to be competitive you need to be able to navigate on a computer and not look perplexed when Windows or Microsoft Office is discussed. If you have a computer at home, schedule some time daily to work on your skills. Not just surfing the Internet, but take some time to see what else is on your computer. If you do not have a computer, libraries, senior centers, and recreation centers usually have computer labs. Just like learning to ride a bicycle or drive a car, it takes practice, practice, practice. Enroll in a class. Your community college, recreation or senior centers offer classes. You must make the commitment to do this. No one is too old to learn. Odds are you will find many peers in these classes.

If your situation allows, volunteer! Many fine organizations are in need of your skills and often opportunities present themselves for you to learn in your volunteer assignment as well. Your volunteer experience is valuable—maybe more so than some of your jobs—and it is quite appropriate to include it on your resume.

Take a look at your resume. When was the last time you updated it? How many pages is it? The format and flow of resumes has changed over the years. Employers are looking for skill sets that fit their organization. Gone are the days when one resume will suffice. You need to review this on a regular basis and keep it succinct and current.

Can you keep up? Yes you can. Will it take commitment and determination? Yes it will. Embrace the opportunities. There are more resources for older workers than ever before. Take the plunge. You can do it!

Refresh your job skills!

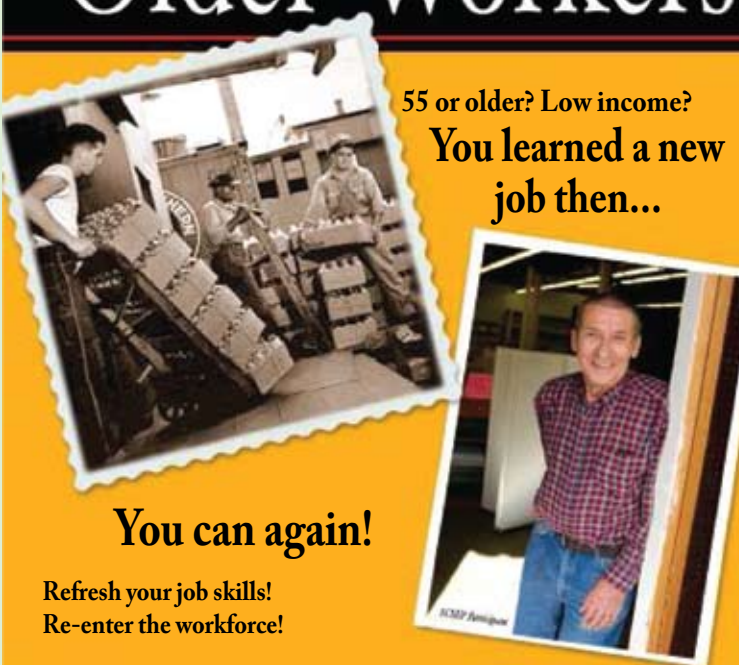
For more information

visit

www.utahagingservices.org

Older Workers

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Refresh your job skills!
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